

求职信

Dear _____,

I have learned from (招聘信息来源) that you are employing (职位名称) . I wish to be considered as an applicant for the position, and beg to state my qualifications as follows:

I am (年龄) years old, a (专业) major student of (北京大学为宜) University / College. During my academic years, I have shown excellent academic records and have been awarded first-class scholarship each year. In addition to my educational background, I have rich work experience in the fields of (与专业挂钩的兼职) . Therefore, I am quite confident that I can be a suitable choice for your company.

Enclosed is my resume for your reference, and I shall be glad to call at your office if you desire an interview. Thank you.

可能会用到的填充语块:

优点: cooperative, open-minded, ready-to-help, a person with patience

学术成就: have a good academic performance, top 3 students, have a good command of English, won the first prize scholarship

工作经验: worked as ... for 3 months in ...

主动提出面试: Should you grant me a personal interview, I would be most grateful.

Thank you for considering my application. I look forward to meeting you in the near future.

I am available for a personal interview at your convenience. Please contact me at ...